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May 21, 2007

ROBERT L. CHILDREE
State Comptroller

MEMORANDUM

TO: ALL STATE EMPLOYEES

FROM: Robert L. Childree *RLC*
State Comptroller

SUBJECT: Payroll Deductions for Dues and Voluntary
Contributions to Employee Organizations

FOR YOUR
INFORMATION

Section 36-1-4.4 of the Code of Alabama 1975 provides for a policy governing payroll deductions from employees' salaries for dues and voluntary deductions from employee organizations. The following requirements were set as policy and continue to govern this situation. This memo is to inform each state employee of the requirements mandated by law.

- 1) All memberships in employee organizations shall be annual memberships.
- 2) The annual membership period is established as August 1 of the year through July 31 of the subsequent year.
- 3) Once an employee becomes a member of an employee organization (ASEA, APEAL, Labor Union, etc.) he/she cannot terminate that membership (i.e., stop payroll deductions) *except during the last 10 work days in July*. This revocation must be in writing to the appropriate payroll clerk in the employee's department.
- 4) Any employee who elects to make a voluntary contribution to an employee organization (i.e., to a political action committee, etc.) can terminate that voluntary contribution by providing 30 days advance written notice to the appropriate payroll clerk in the employee's department.
- 5) Any employee may initiate a new authorization for deduction of either dues or voluntary contributions on a monthly basis during the year, but once the deduction commences, Sections (3) and (4) apply regarding termination.

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- 6) If an employee terminates service with the State for any reason, the deduction will terminate with the last salary payment.
- 7) If after an approved leave of absence or other temporary leave, an employee returns to employment with the State, deductions for dues and/or voluntary contributions will commence unless specifically revoked by the employee prior to reemployment.

Please understand that these requirements are based on the law and that all departments and the State Comptroller must enforce this policy. *Any action by an employee to terminate membership must occur within the stated 10 work day period or that employee will be "locked in" for the entire year before a revocation can occur.*

RLC/pb